

Speak Effectively

The most respected members of a group are often the best speakers. They are able to get an idea across to a group of people without dominating the meeting or rambling.

Here are tips to help improve your speaking ability:

- ***Know what you want to say.*** Outline your main points on a piece of paper before you speak. Use the outline as a guide to help you be more focused.
- ***Keep it short and to the point.***
- ***Speak clearly and project your voice outward.***
- ***Practice your speech.*** Try practicing your presentation in front of your mirror at home.
- ***Be Concise.*** Focus on one or two central ideas in your speech.
- ***Make eye contact with the audience.***
- ***Avoid distractions.*** Avoid words like "um," "ah," "kinda" and "you know". Also avoid playing with your hair or glasses or jingling your keys.